



### ***DUTIES AND OPPORTUNITIES***

Once again, stated from another point of view....it is very important that you staff your center with qualified and motivated personnel and that you lead the team to help you run the center.

***Distributed center site managers*** have many roles and responsibilities within the HPCMP. There are also opportunities for greater participation within the program.

These are each distributed center site manager's absolute "must do's":

- Execute your distributed center proposal objectives.
  - Implement and execute all management and reporting requirements.
- and
- Manage the distributed center in accordance with HPCMO and Service guidelines.

Among other tasks, the "must do's" will involve:

- reports – recurring reports mentioned previously plus others *ad hoc*
  - documentation
  - some program support
  - much user support (including arranging for someone to assume Service/Agency Approval Authority duties)
- and
- some special projects and requirements

Site managers and their staff will also have opportunities to provide additional value to the program and its participants. These are truly opportunities and are not mandatory; but as you learn more about the program and its participants, you and your staff will want to get involved in some of these areas.

#### **participating in**

program level integrated product teams  
program strategic planning

#### **serving on**

the Distributed Centers Working Group  
source selection evaluation boards  
advisory panels

#### **helping develop**

user surveys  
requirements documents  
modernization plans

#### **sponsoring technical workshops**

#### **attending and helping with**

annual SuperComputing conferences  
annual User Group conferences  
other special workshops, conferences and exhibits

